

**2010 COMMERCIAL  
BUSINESS LICENSE REGISTRATION  
CITY ORDINANCES #1281, #1227 & #01-06**

**Mail to:**  
CITY OF ROSWELL  
421 N. Richardson  
P.O. Drawer 1838  
Roswell, NM 88202-1838  
**Attn: Business License Clerk**

**New Registration and Renewals**  
**\$35.00**  
**\*20% Surcharge Per Month**  
**For Late Renewals**  
Telephone (575) 637-6208  
Facsimile (575) 624-6818

**For Office Use Only**

AMT. PAID \$ \_\_\_\_\_  
CASH/CHECK# \_\_\_\_\_  
DATE PAID \_\_\_\_\_  
LIC. DATE \_\_\_\_\_  
BUS. LIC. # \_\_\_\_\_

**PLEASE CHECK THE ONE THAT APPLIES TO YOUR BUSINESS**

**New Business** ☐    **New Owner** ☐    **Location Change** ☐    **Renewal** ☐    **Update or Change** ☐

**PLEASE PRINT OR TYPE ALL INFORMATION, THE APPLICATION WILL BE RETURNED IF NOT LEGIBLE OR COMPLETED.**

Operating as Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Business Name: \_\_\_\_\_

Form of Business:    Sole Proprietorship,    partnership,    LLC    or    corporation

Specific Days of Operation (within 7 day week): \_\_\_\_\_ Specific Hours of Operation (within a 24 hour day) \_\_\_\_\_

Business Location: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of Business (**Be Specific**): \_\_\_\_\_

NM State Tax ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ NM State License # \_\_\_\_\_ Exp \_\_\_\_\_  
(CRS Tax ID can be obtained at 400 N. Pennsylvania Ste 200) (If profession requires)

Driver's License #: \_\_\_\_\_ State \_\_\_\_\_ DOB \_\_\_\_\_ Email Address \_\_\_\_\_

Please list of names, telephone numbers and mailing addresses (business and residence) of owner (s), partners or corporate officers and if a corporation, please include name and mailing address of statutory agent. (Attach a separate sheet if necessary)

| Name  | Telephone # | Title | Mailing Address |
|-------|-------------|-------|-----------------|
| _____ | _____       | _____ | _____           |
| _____ | _____       | _____ | _____           |
| _____ | _____       | _____ | _____           |

I certify that the foregoing information is correct, to the best of my knowledge:

Signature: \_\_\_\_\_ SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Print Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Return completed form, attachments and check or money order to address indicated at the top of this form (BEFORE inspections are done). After the business has been inspected and approved, the registration will be mailed to you.

**OFFICIAL USE ONLY** \*Note: A plot plan is required for Planning and Zoning approval. The plot plan needs to be drawn to scale and show the property in question, adjacent street(s) and alley(s), dimensions from property lines to any and all structures located on the lot, all buildings, and driveways and the proposed parking layout with parking spaces numbered. If the proposed parking layout meets city standards, the parking lot will be required to be striped according to the layout submitted. On a separate sheet show the building layout, label rooms with the intended use(s), this will be used to calculate the required parking spaces. Landscaping may also be required. [Use paper no larger than 11" x 17"]

The following departments will inspect the business location prior to the license being issued for a new business, owner or location change:

Planning and Zoning: \_\_\_\_\_

Fire Inspections: \_\_\_\_\_

Building Inspections: \_\_\_\_\_

Wastewater Treatment: \_\_\_\_\_

New Mexico State Highway Department (if on Main St or Second St) - 624-3300: \_\_\_\_\_

Environmental: \_\_\_\_\_

County Planning & Zoning: \_\_\_\_\_

Other: \_\_\_\_\_

*City of Roswell*  
*Code Enforcement Office*  
*Business License Department*  
**575-637-6208(telephone) 575-624-6818 (facsimile)**

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*Please find enclosed a copy of Ordinance No. 04-09, **ROSWELL SMOKEFREE AIR ACT OF 2004** which went into effect on August 1, 2004. Please read the enclosed brochure regarding the Smokefree Ordinance which effects all public place businesses, including the workplace and a select number of home businesses (childcare, adult daycare and healthcare facilities). If you have questions regarding this ordinance, please call Code Enforcement at (575) 624-6700 Ext. 253.*

address label here

**BUSINESS LICENSE REGISTRATION RENEWAL**

It is time to renew your business license registration for 2010. To conduct business in Roswell, the City Ordinances (#1281, #1227, & #01-06 (Home Occupation Ordinance) states that each business will obtain a City of Roswell business registration each year. Please return the completed application with all information requested and the \$35.00 application fee enclosed (**See Other Side**). **If your profession requires State of New Mexico Certification, you are required to provide a copy. Failure to complete the application in its entirety will result in the application being returned to you for completion. This could result in a possible surcharge. Please note that this application is an archival file and must be filled out each year of renewal.**

As a reminder, please be aware that there is a staggered business registration period by quarter. The renewal dates are on the last day of the months of March, June, September, and December (of every year).

- (a) Those businesses whose first letter (exclusive of a, an and the) starts with A through C, numbers, computer codes, etc. license is due on March 31.
- (b) Those businesses whose first letter (exclusive of a, an and the) starts with D through K is due on June 30.
- (c) Those businesses whose first letter (exclusive of a, an and the) starts with L through R is due on September 30.
- (d) Those businesses whose first letter (exclusive of a, an and the) starts with S through Z is due on December 31.
- (e) If the last day of the month falls on a weekend or a holiday recognized by the City of Roswell, the due date will be the next working day following that weekend or holiday.

If any person fails to obtain the appropriate registration or license pursuant to the terms of this ordinance, or fails to renew such registration or license before the expiration date of the month of renewal, such person shall pay a surcharge in the amount of twenty percent (20%) of the license or registration fee for each month after the payment is late. A grace period (in which no late fee will be due and payable) of fourteen (14) calendar days following the last day of the month the license is to be renewed, is allowed. In no event shall the total surcharge exceed the cost of the registration or license fee. Further steps to ensure proper registration may include Municipal Court Proceedings. **If you are no longer doing business, please call my office so I can update your file, which could save your business any accumulated surcharges.**

Thank you for your prompt response,

Araceli Martinez  
Business License Clerk  
City of Roswell, NM